

September 22, 2015

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

**3101 Old Jacksonville Road
Springfield, Illinois 62704
Phone (217) 524-6429**

Applicant may be required to submit additional material or complete job-specific tests for this position.

POSITION:	Probation Management Operations Specialist (Field Coordinator)
DIVISION:	Probation Services Division – Chicago
SALARY:	\$52,464.00
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Probation Management Operations Supervisor

ESSENTIAL DUTIES: The Probation Management Operations Specialist (Field Coordinator) conducts operational reviews, compliance monitoring, technical assistance, training and support that extend to all aspects of the administration and operations of assigned probation and court services departments. Duties include: Monitor and evaluate circuit court probation departments for compliance with program guidelines, operational standards, and statutory mandates; Assist in the development of operational, administrative, and program standards, guidelines and policies; Implement a quality assurance process to ensure program integrity and consistency with evidence-based principles; Review new developments and requirements in the fields of criminal justice; Promote ideas, programs and procedures for effective and evidence-based services and operations; Review the systematic reporting of statistical data, perform analyses, and prepare reports; and Assist in the research and development of judicial branch grant applications.

Functions include: Provide technical assistance and/or training on a range of justice programmatic, statutory, organizational and managerial matters; Respond to inquiries and maintain current resource information and literature; Retain extensive knowledge on the operations, programs, and statistical information of assigned departments; Maintain statistical data and distribute reports on a periodic basis; Facilitate basic and advanced training opportunities for probation and court services and Division personnel; Perform quality assurance controls on statistical data and resolve discrepancies; Conduct reviews of operations, programs, and projects in conformance with standards and best practices; Maintain cooperative relationships with court stakeholders, state and local agencies, and associations; Ability to analyze problems and needs and make effective recommendations; Other duties as assigned.

SELECTION FACTORS: Ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; Knowledgeable about applicable statute, program operations, and best practices in community corrections; Working knowledge and experience with personal computer applications (*i.e.* Word, Access, PowerPoint, and Excel); Working knowledge of curriculum design, training and instruction, and evaluation of training outcomes; Ability to use initiative and work independently to complete assignments; Ability to work in a team environment and establish/maintain positive relationships with others; Demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, consensus building, and analytic and interpretive skills; Demonstrates effective verbal and written communication skills; Manages and responds to change productively; Ability to travel.

EXPERIENCE AND EDUCATION REQUIREMENTS:

Minimum: Bachelor's degree in good standing from an accredited university or college with major coursework in social sciences, public administration, criminal justice or a related field. At least three years professional experience in community corrections or justice system environment. Knowledge of evidence-based principles and practices known to be effective with justice populations. Demonstrated experience with developing and conducting training.

Preferred: Working knowledge and understanding of Illinois judicial branch structure and functions, and experience working within probation and/or juvenile detention. Extensive knowledge and training experience of evidence-based principles and effective practices such as social learning, assessment and case supervision models for probation and court services personnel. Skill in preparing reports, statistics, and graphical illustrations.

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. Must possess a valid Illinois driver's license and be able to travel frequently.

Interested persons should submit - via email or hard copy - a letter of interest, resume, and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts
Attention: Human Resource Unit, # 3811
3101 Old Jacksonville Road, Springfield, IL 62704
courtemployment@IllinoisCourts.gov

EQUAL OPPORTUNITY EMPLOYER

This position will remain open until filled. However, those persons submitting materials by October 9, 2015 will be given first consideration.